MEDICAL CENTER
Our Family. Caring for Yours.

Monday, November 16, 2020
7 p.m.
Education Centers 1 & 2

Minutes

BOARD MEMBERS PRESENT	OTHER PERSONS PRESENT	BY ZOOM
Lori Penner	Joel Mason, Attorney	Austin Gillard, CEO
Jeff Yarrow	Tanner Wealand, CFO	Sandy Fox
Richard Cott	Mary Jensen, Recording Secretary	Terri Parry
	Cindy Rush, HR Director	
	Jessica Badsky, DON	
	Dr. John Kelley, CMO	
	Justin Begnoche, Radiology	

CALL TO ORDER

Lori Penner called the meeting to order at 7 p.m.

BOARD MEETING MINUTES

Lori Penner asked if there were any corrections to the board minutes of October 29, 2020. Motion made by Richard Cott, seconded by Jeff Yarrow, to approve the board minutes of October 29, 2020 as presented. Motion carried 4-0.

AGENDA REVIEW

Nothing to Add

NEW BUSINESS

a. **HCAHPS Presentation – Austin Gillard & Dr. John Kelley**
Austin Gillard and Dr. Kelley went over the HCAHPS Summary Comparison – Inpatient/Emergency Room for June thru September 2020.

b. **Scrub Implementation – Jessica Badsky & Justin Begnoche**
Jessica Badsky and Justin Begnoche presented a request for the purchase of professional scrubs for the different care teams from K Scrubs for a total of $21,665.20. In addition to providing a consistent appearance, providing scrubs will allow the medical center to continue to provide high-quality care by reducing the potential spread of pathogens to our families and community. Scrubs will be worn while in-house only. Employees would change into scrubs after arriving to work and then change out of the scrubs before going home. Scrubs will be laundered at CCMC. After discussion, motion made by Sandy Fox, seconded by Terri Parry, to approve the purchase of professional scrubs for the different care teams from K Scrubs for an approximate total of $21,665.20. Motion carried 4-0. Justin Begnoche left the meeting at 7:40 p.m.

c. **Cerner Update – Jessica Badsky**
Jessica Badsky gave a Cerner update, calendar of events, and overview of the team members. Jessica Badsky left the meeting at 7:50 p.m.

d. **2021 Payroll Date Change & Employee Holiday Bonus – Cindy Rush**
Cindy Rush explained the current payroll processing timeline and stated that payroll has worked off the same timeline for over 30 years. We have grown from 80 employees to 250 employees on a typical payroll. The current payroll timeline allows for no flexibility for department managers, HR, or employees. HR proposes changing the pay date to the following Friday. This would allow 12 days (9 weekdays) between the end of the pay period and the pay date. This would create an extra week between the last check on the current timeline and the first check on the new timeline, which may create a hardship on some employees. HR is proposing the following to account for

this hardship: pay employees a one-week advance on their last check with the current payroll timeline, then collect the advance on the first two checks on the new payroll timeline. Also, allow employees to cash out their PTO (this may be done even if the employee has a balance of 100 hours or less of PTO). After discussion, motion made by Richard Cott, seconded by Jeff Yarrow, to approve changing the payroll to the following Friday and to pay employees a one week advance on their last check with the current payroll timeline and to collect the advance on the first two checks, and to allow employees to cash out their PTO. Motion carried 4-0.

Motion made by Jeff Yarrow, seconded by Terri Parry, to adjourn the Board of Trustees meeting at 8 p.m. to open the Public Hearing. Motion carried 4-0.

Lori Penner called the Board meeting to order at 8:05 p.m.

Employee Christmas Bonus - Cindy Rush presented the request for the employee Christmas bonus amounts for full time employees to $100.00, part time employees to $80.00, prn over 100 hrs/yr amount at $40 and prn less 100 hrs/yr $20. These are the same amounts as last year. The total gross amount is $24,583.28. After discussion, motion made by Richard Cott, seconded by Sandy Fox, to approve the employee Christmas bonus amounts as presented. Motion carried 4-0.

Cindy Rush asked the Board for their guidance on writing a policy regarding employees not signing their yearly evaluations within 30 days of completion and forfeiting their raise. The Board would like Cindy to write a policy and bring to the Board for approval. Cindy Rush left the meeting at 8:12 p.m.

e. **CCFP Construction Budget**
Austin went over the bid from BHS Construction, Inc. for $1,653,596.46. After discussion, motion made by Terri Parry, seconded by Richard Cott, to approve the GPM for $1,653,596.46. Motion carried 4-0.

f. **Negative Airflow Rooms**
Austin went over the bid from Central Mechanical Construction to convert existing patient rooms into negative pressure rooms. It was decided to look at other options due to the cost of the bid.

g. COVID Update – Austin Gillard & Dr. John Kelley
Incident Command – meeting every weekday and getting updates on patient census, employee sickness, etc.
Temporary Negative Airflow Rooms have been completed. We are looking at building more.
Staffing Update – We have 21 team members out currently. Several team members will be back to work next week.
COVID Treatment Protocols – the protocols are in place and available for our medical providers as needed.

<u>AUSTIN GILLARD, CEO</u>

a. **General Update**
No update. We covered everything in the meeting.

The meeting adjourned at 9 p.m.

The next board meeting will be on November 30, 2020 at 7 p.m. in the education centers.

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Minutes recorded by Mary Jensen